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ABSTRACT

Designed to save the user time and packaged in a compact size which lies flat, this book is easy to consult while revising and editing a written draft. The book's "main menu," just inside the front cover, displays the contents as briefly and simply as possible. Each of the 12 sections in the book's main menu leads the user to a tabbed divider, on the back of which is a more detailed menu. The 12 sections are: Composing and Revising; Document Design; Effective Sentences; Word Choice; Grammatical Sentences; ESL Trouble Spots; Punctuation; Spelling and Mechanics; Research Writing; MLA Documentation; Alternative Styles of Documentation; and Basic Grammar Index. This third edition also contains the new MLA and APA guidelines, as well as a section on "How to Use This Book" which includes tutorials that show how to get quick answers to questions. (NKA)

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